How to signup as a Notetaker

This is a short manual that provides instructions on how to complete your registration with our office and submit your application for a student notetaking job. Please reach out to us @ notetaking@jhu.edu for any questions or concerns.

1. The AIM portal for disability services is located at https://andes.accessiblelearning.com/JHU or it can be accessed through the SDS website at http://web.jhu.edu/disabilities. The AIM portal is integrated with the JHU authentication system and you will use your JHU account credentials to login.
2. Now that you are on the AIM portal welcome screen, you will see two options, **Getting Started** and **Sign Up as Notetaker**. Click on **Sign Up as Notetaker** to register as a Notetaker for the Student Disability Services office.
3. Please read the eligibility requirement carefully. Students interested in being a Notetaker must:
   a. Attend class regularly
   b. Have strong notetaking skills
   c. Have legible handwriting or be able to provide typed notes
   d. Deliver notes in a timely manner

4. The following information is required to proceed:
   a. School ID: This is your 6 digit Hopkins ID and is available on your ISIS page.
   b. Username: Please use your JHED ID as your username.
   c. Email Address: Use your JHU email ID to register with us.
5. You will now be at the screen shown below. Please provide the information as required. Availability of this information will ensure that we will be able to process your application in a timely manner and be able to contact you if required. Click on **Register as a Notetaker** to proceed further.

Note:
In the contact information section, please provide your local number.
In the local address section, please provide your local Baltimore address.
6. Now you will have to search and select the courses you are taking this semester and want to be a notetaker for.

Note: Register as a notetaker only for the classes you are going to enroll during the accommodation term. Students cannot be notetakers for classes they are not enrolled in and we will not be able to process payments in such cases.
7. The system will only search for 10 classes at a time, so you should search using class numbers and section number whenever possible. From the search results, identify the correct section for which you want to be a notetaker and click the **select** button.
8. Once you have selected the course for which you are interested in taking notes, you will see the **Notetaker Agreement. Please read it very carefully.** Failing to upload legible notes in a timely manner might lead to termination of services.

After you have read the contract, please select the correct residency status and sign the form digitally by writing your name in the space provided.
9. After signing the notetaker contract, you can verify the class details and click **Submit Your Class Schedule**. At this point the Student Disability Services office will receive your application.

![Image of the NOTETAKER HOME page](https://via.placeholder.com/150)

Note: You are not yet employed as a notetaker at this point. If we have notetaking requirements for that course, we will review your application. You will receive an **email** if we decide to hire you as a notetaker.

![Image of the course list](https://via.placeholder.com/150)

You have not been assigned to take notes, you will be notified via e-mail when you have been assigned.

In case you want to withdraw you application for this particular course, select the **Cancel This Class** option in status column.